

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

March 14, 2019

CALL TO ORDER Commissioner Morley called the meeting to order at 11:02 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Susan Kefover, Commissioner Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot, Recording Secretary Danielle Gietler, all present.

PUBLIC COMMENT

Coudersport Borough Tax Collector Teresa Kisiel, on behalf of the Potter County Tax Assn. of Tax Collectors, inquired into the handling of a temporary tax collector vacancy in Pleasant Valley Township. She was informed that the Pleasant Valley Township Board of Supervisors requested that the county collect taxes for the current year. The township vacancy will be filled by Pleasant Valley Township voters in this year's Municipal Election and the individual who is elected will take office in January 2010.

Maria Kosa, recruiter from Empereon Marketing in Coudersport, informed the commissioners that the company is actively recruiting to fill multiple job openings, including 30 new positions that are being created as Empereon expands its workforce to handle inbound calls for a communications company that has contracted for services.

MINUTES – February 28, 2019 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Appointment of Thomas Patterson to the Alcohol, Tobacco and Other Drugs Advisory Board for the term April 2019 to April 2020. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Proclamation – May 12-18, 2019, as National Police Appreciation Week. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement with Enterprise Fleet to lease four vans for Human Services. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Service agreement renewal with KOS, Inc. for Potter County Courts office equipment. Rate of \$84 per machine/per service call on copiers; \$54 per machine/per service call on typewriters, printers and fax machines. Term of April 1, 2019, through March 31, 2020. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Maintenance agreement renewal with KOS, Inc. for copier in the Register and Recorder's office at a rate of \$.0085 per copy. Term of March 25, 2019, to March 25, 2020. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement renewal with David-Ulmer Inc. for the monitoring of the sprinkler system for the Potter County Education Center (Education Council/Penn State Extension) modular office complex on Water Street, May 1, 2019 to April 30, 2020, at cost of \$500. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

18/19

19/20

■ Coordinated Services – 01/01/19 to 06/30/2019

Mid-Town Motel

Homeless Assistance Provider

N/A

\$82.00

~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

TRAINING REQUESTS

--Angela Milford – Jail. – Spring 2019 Conference & Training Seminar, Altoona, Pa., mileage & meals; Prison Wardens Assn. Spring Conference & Training Symposium, Erie, Pa., registration, mileage & meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Glenn Drake – Warden – Pa. Prison Wardens Assn. Spring Conference & Training Symposium, Erie, Pa., registration, mileage & meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Jake Ostrom – Tax Assessment – AAP Annual Conference, Pittsburgh, Pa., registration, lodging, mileage, meals & parking. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Andrea Lehman – Domestic Relations – Spring 2019 Conference, State College, Pa., lodging, mileage, meals, parking and tolls; Advanced Analysis of Tax Returns 301, Harrisburg, Pa.. lodging, mileage, meals, parking and tolls; Complex Intergovernmental Issues, Harrisburg, Pa.. lodging, mileage, meals, parking and tolls. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Isaac Musser – PCHS – AAA Financial Training, Harrisburg, Pa., registration, lodging, mileage & meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Patrick Harris – PCHS – MH - 2019 Criminal Justice Advisory Board Conference, State College, Pa.. lodging, mileage & meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Rick Kunselman – PCHS – MH – Program Integrity; Fraud, Waste & Abuse Training, State College, Pa. Requests Lodging, Mileage & Meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Patricia Young Allen – PCHS – MH – Program Integrity; Fraud, Waste & Abuse Training, State College, Pa., mileage & meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Colleen Wilber and Crystal Thomas – PCHS – Drug & Alcohol - PACDAA CM Training, State College, Pa, registration, lodging, mileage & meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

PCHS Director, Jim Kockler requests the hiring of Thomas E. Patterson as the Potter County Children Youth and Families Program Director, effective March 04, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT

Applications received for 2019 Liquid Fuels Tax funds from the following municipalities:

- Homer Township \$1,799.61
- Summit Township \$1,029.19
- West Branch Township \$2,034.14

~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover reported that she spoke at the National Honor Society induction ceremony in Galeton. She discussed a disturbing social trend that has been identified -- the lack of listening skills -- and emphasized the importance of listening to the well-being of individuals, organizations and society.

Commissioner Heimel reported on results from the public opinion polling held as a foundation for the Northern Pa. Tri-County Comprehensive Plan (Potter, McKean and Cameron). With 2,400 survey responses tallied, the top issues identified were business attraction and workforce development; protection of clean air, water and natural places; expansion of infrastructure (including public works and high-speed internet); enhanced attractions for tourism and recreation; strengthening downtown amenities and community services; investing in expanded housing; and addressing issued related to drug addiction.

Commissioner Morley announced that after considering multiple factors he has decided not to seek re-election for the 2020-23 term.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – N/A	0
PAYROLL AUTOMATIC DEPOSITS	\$51,489.90
PAYROLL TAX TRANSFERS (EFTPS)	\$17,798.46
STATE TAX WITHHOLDINGS (ETIDES)	\$2,335.40
ACCOUNTS PAYABLE CHECKS – Check # 64229 (3/4/19)	\$1,971.10
ACCOUNTS PAYABLE CHECKS – Check # 64230-64323 (3/14/19)	\$96,72.49
Total Checks Written	\$170,67.35

~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Potter County Special Run – 03/07/2019

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund	129156			\$90.25

~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Potter County Fiscal Summary – 03/15/2019

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll-Checks	85164 - 85167			\$3,128.63
10	Payroll-Direct Deposit	9027558-9027653			\$87,539.74
10	General Fund - Accounts Payable	129157-129267			\$215,240.12
10	General Fund – A/P Manual Checks	903151925-903151929			\$127,208.60
11	LEPC	2620-2623			\$647.65
14	Liquid Fuels	1529-1530			\$4,855.68
16	911 Fund	2818-2820			\$1,066.08
18	Automation Fun (Civil)	129268-129269			\$2,138.16

32	Specialty Courts	129270			\$246.48
34	V.O.J.O.	129271			\$623.00
35	Victim Services	129272-129273			\$1,220.00
38	Divorce Fund	129274-129275			\$100,736.58
52	Operational Reserve Fund	129276			\$60,000.00
59	P.C. Victim Impact Panel	129277			\$72.93

~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

NEXT MEETING: March 28, 2019

ADJOURNMENT: Commissioner Kefover moved to adjourn. Commissioner Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Prepared by Danielle Gietler



 Potter County Executive Secretary

March 28, 2019
 Approval Date



**Established
1804**

Douglas C. Morley, Chairman
Paul W. Heimel
Susan S. Kefover
Commissioners

County of Potter Board of Commissioners

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Kathleen H. Majot
Chief Clerk

Thomas R. Shaffer
Solicitor

PROCLAMATION

National Police Appreciation Week

May 12 – 18, 2019

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

WHEREAS, the International Association of Chiefs of Police has declared law enforcement officer safety and wellness a top priority, and the IACP's Center for Officer Safety and Wellness promotes the importance of individual, agency, family, and community safety and wellness awareness; and

WHEREAS, the members of law enforcement agencies of Potter County, Pennsylvania play an essential role in safeguarding the rights and freedoms of the citizens of Potter County, Pennsylvania; and

WHEREAS, it is important that all citizens know and understand the problems, duties, and responsibilities of their police departments, and that members of our police departments recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the police departments of Potter County, Pennsylvania have grown to be modern and scientific law enforcement agencies which unceasingly provide a vital public service;

NOW, THEREFORE, WE, the Potter County Commissioners, call upon all citizens of Potter County, Pennsylvania and upon all patriotic, civil and educational organizations to observe the week of May 12 – 18, 2019, as Police Week. We encourage all residents to join us in thanking our local police officers by hanging signs, posters, and black and blue balloons outside of local businesses and residences.

I FURTHER call upon all citizens of Potter County, Pennsylvania to observe Wednesday, May 15, 2019 as Peace Officers Memorial Day to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

Given under our hands this 9th day of May, 2019.

POTTER COUNTY COMMISSIONERS



Douglas C. Morley, Chairman



Paul W. Heimel, Commissioner



Susan S. Kefover, Commissioner

ATTEST:



Kathleen H. Majot, Chief Clerk